



APPLICANTS SUBMITTING A NEW OR RENEWAL CHILD CARE CENTER OR PRESCHOOL APPLICATION MUST SUBMIT THE FOLLOWING INFORMATION.

Note: Mailing required documentation instead of submitting electronically may delay processing of the application. Please include your business name and facility address on all correspondence. Maintain a copy of all documentation for your records.

APPLICATIONS

1. PROGRAM INFORMATION.

- a. **Description of Services to be provided.** Include information such as number and ages of children to be served, meals/snacks (catered or prepared on the premises), transportation, educational services, etc.
- b. **Qualified Program Director.** Provide documentation to verify the Program Director is qualified. Submit a KDHE Program Director Approval certificate if available. **Please see K.A.R. 28-4-429 for more information. The program director approval application is available on the KDHE website at: www.kdheks.gov/kidsnet**

2. PHYSICAL PLANT INFORMATION.

- a. **Floor plan.**
 - i. Specify the location and linear dimensions (not total square footage) for each unit to be used, and mark all exits from each unit to be used for children's activities.
 - ii. Include a drawing of the building (all levels) showing how the units fit into the overall floor plan.
 - iii. Identify the age groups to be served in each of the units.
 - iv. Indicate the location and number of toilets, changing tables/diaper changing area (if applicable) and hand sinks in the units or restrooms, the source of drinking water, and indicate how restrooms and drinking water are accessed by the children.
 - v. Mark all of the exits that lead directly to the outside.
 - vi. Indicate on the floor plan which direction is north.
- b. **Outdoor play area. NOTE:** Outdoor play area is not required for preschools unless the preschool program includes outdoor play as.) **OUTDOOR PLAY AREAS MAY NOT BE SHARED WITH ANOTHER FACILITY OR PROGRAM.** Outdoor play space must be on the premises.
 - i. Specify the location and linear dimensions of the fenced outdoor play area.
 - ii. Identify the type and height of the fence (must enclose the play area).
 - iii. Indicated the route children will take to enter and exit the playground.
 - iv. Indicate the location of drinking water and restrooms and route children will take to access them. **NOTE:** If the plan is for children to access drinking water and restrooms inside the building, children must be supervised, and staff to child ratio must be maintained on the playground.
 - v. Mark the location of stationary play equipment (swings, climbers, slides, etc.), and indicate the distance between each piece.
 - vi. Specify the type of impact-absorbing material under and around stationary equipment and indicate the type of outdoor surface material on the remaining playground.

3. **FIRE SAFETY as required by K.S.A. 65-508.** Contact the Kansas State Fire Marshal's Office and obtain fire safety acceptance. Acceptance must be submitted with the application. A temporary permit or license will not be issued until fire acceptance is submitted. To obtain the General Rules or Forms as well as obtain requirements for new programs, please contact the Kansas State Fire Marshal's Office one of the following ways:
 - **ONLINE:** Visit the website at www.kansas.gov/firemarshal .
 - **TELEPHONE:** If you do not have access to a computer, call the Kansas State Fire Marshal's Office at 785-296-3401. Request that instructions and forms for a Child Care Center or Preschool be mailed to you.
4. **SANITARIAN'S APPROVAL.** If the facility is not connected to public water or sewage, a sanitarian's approval is necessary.
5. **LOCAL CODE APPROVAL.** Local codes and ordinances may prescribe other requirements for the legal operation of a preschool or a child care center. Applicants must submit **written approval** from the appropriate local agencies indicating that all local codes are met or that there are none which apply.

RENEWAL APPLICATIONS

1. **FIRE SAFETY as required by K.S.A. 65-508.**

A fire inspection will be conducted annually. The fire inspection report must be provided to the surveyor for review during the annual inspection. If it has been more than one year since the last fire safety inspection, contact the State Fire Marshal at 785-296-3401.
2. **PROGRAM DIRECTOR'S ANNUAL REPORT FORM** [May be downloaded from the KDHE website at www.kdheks.gov/kidsnet. **Complete all information.** The license capacity must reflect the total license capacity as printed on the facility's most current license. Sign and date the form.

FOR YOUR INFORMATION

ORIENTATION. K.A.R. 28-4-428a requires applicants to complete an orientation provided by the local child care surveyor in the county where the facility is located. Orientation must be completed prior to submitting an application. The orientation date must be entered on the application.

KDHE INSPECTION. K.S.A. 65-512 requires that all licensed facilities be inspected at least once every twelve months. An initial, scheduled inspection will be requested by KDHE when a **complete** application is received and the facility is ready for occupancy. Your local child care facility surveyor will make an **ANNOUNCED** initial inspection of the facility and the surrounding outdoor area. All future inspections including compliance checks, complaint investigations and annual reviews are **UNANNOUNCED**. The annual inspection will not necessarily occur at the time of your annual renewal date. KDHE provides dates for inspection to the local child care facility surveyor. Inspection dates may change from year to year. If you have questions or comments about your inspection, please contact the Kansas Department of Health and Environment.

KDHE REQUIRED FORMS. Forms are also available for download at the KDHE website at www.kdheks.gov/kidsnet.

REGULATORY QUESTIONS. The local child care facility surveyor is your first and primary contact for questions about your child care facility, child care regulations, and laws. Surveyors have a supply of Law and Regulation books. To request a regulation book, contact your local surveyor or download the laws and regulations from the KDHE website at www.kdheks.gov/kidsnet. Surveyors are also a good source of information about other local services including educational opportunities that may be available to child care facility owners and staff.